Application for allocation to facilitate the appointment of a substitute teacher in Secondary, Community and Comprehensive schools

A substitute teacher may not be available on the date(s) a teacher is absent from school. In such cases, a substitute teacher may be employed on a subsequent date(s) when one is available.

The purpose of this form is to allow schools to request an additional allocation to facilitate the appointment of the substitute teacher on a date(s) other than the date of the teacher’s absence.

The allocation will be shown on the staffing schedule as “Substitution (COVID-19)”.

The substitute teacher may be appointed on the OLCS under the part time hours’ facility.

NOTE: The teacher’s absence must be recorded on OLCS before completion of this form.

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<tr>
<th>School Details</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
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<td>Email</td>
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1. Date(s) of teacher absence
2. Absent teacher’s name
3. Teacher PPSN
4. Has the absence been recorded on OLCS?
5. Number of hours of teacher’s absence
6. Date(s) substitute teacher was appointed
7. Number of substitute teacher hours required

Declaration

I certify that it was not possible to obtain a substitute teacher on the date of the absence referred to above.

Date _______________ Contact No. _______________

Principal/Secretary of Board of Management

The completed form should be returned by email to allocations@education.gov.ie within 5 days of appointment of substitute teacher and no later than 10 June 2021.